

Coordinated Program in Dietetics (CP) Handbook

Kansas State University
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<https://www.hhs.k-state.edu/fndh/undergraduate/dietetics/>



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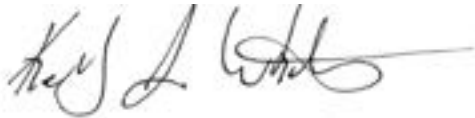
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Welcome

Kansas State University (KSU) has been producing outstanding dietetics professionals for over 100 years. Our program is one of the oldest and most prestigious programs in the country providing the required coursework to become a dietitian. We are proud to offer two accredited dietetics programs – the Didactic Program in Dietetics (coursework only) and the Coordinated Program (combined coursework and supervised practice). In 1996, K-State was at the forefront of dietetics education by adding the first-ever online dietetics program. Both the Didactic (DPD) and Coordinated Programs in Dietetics (CP) at K-State are currently granted full accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.

This handbook includes information about the CP and the dietetics profession. The program requirements outlined in this document are in addition to student responsibilities outlined in the K-State Undergraduate and/or Graduate Catalog.

Students are encouraged to utilize all resources available to dietetics majors including this handbook and items posted in the *Dietetics Information* Canvas site. In addition, they can consult dietetics advisors and faculty if they have questions.



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General Information

The ACEND-accredited Coordinated Program in Dietetics (CP) provides both the academic and 1,000 hours of supervised practice requirements necessary for eligibility to sit for the Registration Examination for Dietitians offered by the Commission for Dietetic Registration (CDR), thus obtaining a Registered Dietitian Nutritionist (RDN) credential. Beginning in 2024, the Commission on Dietetics Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become an RDN (<https://www.cdrnet.org/new-graduate-degree-eligibility-requirement-effective-january-1-2024>). Based on the advanced degree requirement, students applying to the CP in Spring 2023 or later will be required to obtain a MS degree to sit for the credentialing exam.

Equal Opportunity

Kansas State University prohibits discrimination based on race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status, in the university's programs and activities as required by applicable laws and regulations. The person designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning the nondiscrimination policy is the university's Title IX Coordinator: the Director of the Office of Institutional Equity, equity@k-state.edu, 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801. Telephone: 785-532-6220 | TTY or TRS: 711. The campus ADA Coordinator is the Director of Employee Relations and Engagement, who may be reached at charlott@k-state.edu or 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801, 785-532-6277 and TTY or TRS 711. Revised Aug. 29, 2017. <http://www.k-state.edu/nondiscrimination/>

Accreditation (University and Program)

The Coordinated Program in Dietetics (CP) is housed in the Department of Food, Nutrition, Dietetics and Health (FNDH) within the College of Health and Human Sciences on the Manhattan campus of Kansas State University (K-State).

K-State has been continuously accredited by the Higher Learning Commission (HLC) of the North Central Association of College and Schools since 1916. The university participates through the Open Pathway reaffirmation of accreditation process. K-State completed a comprehensive university self-study and site visit in 2022. <http://www.k-state.edu/about/accreditation/index.html>

The Coordinated Program in Dietetics (CP) is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) 120 South Riverside Plaza, Suite 2190, Chicago IL 60606, 312-899-0040, ext. 5400; <http://www.eatrightPRO.org/ACEND>. ACEND has established Standards for Dietitian Education Programs which include knowledge and competency requirements that accredited programs must meet. The CP underwent a successful full review in 2019 and is fully accredited through 2026. Current program accreditation is based on the 2017 Standards. The CP has adjusted to the 2022 Standards. To view the ACEND Standards, visit <https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/2022-standards>

The Profession of Dietetics

Public interest in nutrition and wellness is growing rapidly. The discerning consumer needs guidance in applying basic nutrition principles to lifestyle management. The Registered Dietitian Nutritionist (RDN) is uniquely qualified to distinguish between nutrition facts and fallacies. RDNs are nutrition experts that are recognized by the medical profession as credible sources of nutrition information.

As specialists in nutrition and nutrition services management, RDNs offer expertise to individuals and groups desiring to maintain, improve, or restore health. These services are provided in a variety of settings ranging from acute care hospitals to military foodservice operations. Opportunities also exist in diverse areas such as journalism, sports medicine, consulting, information technology specialties, sales, and research and development. The broad range of opportunities for practice within the profession provides RDNs with maximum flexibility as they move through their professional careers.

Path to Becoming a Registered Dietitian

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) grants accreditation status to dietetics education programs. The Commission on Dietetics Registration (CDR) administers the national registration examination and continuing education process completed by dietitians post-exam. To earn the registered dietitian nutritionist credential (RDN), there are three steps to complete.

1. **Coursework:** Currently students must complete a minimum of a baccalaureate degree which meets the ACEND Foundation Knowledge Requirements for entry-level practice in dietetics. The Bachelor of Science in Dietetics offered by K-State includes coursework that meets these requirements. Beginning in 2024, the Commission on Dietetics Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become an RDN. Based on the advanced degree requirement, students applying to the CP in Spring 2023 or later will be required to obtain a master's degree to sit for the credentialing exam. K-State's Department of Food, Nutrition, Dietetics and Health offers a Master of Science in Nutrition, Dietetics and Sensory Science that can be completed following the supervised practice experience.
2. **Supervised Practice:** Students are required to complete a supervised practice experience in an ACEND accredited program. The supervised practice occurs after the didactic coursework and must provide a minimum of 1,000 hours of learning experience in acute care, community nutrition, and nutrition services management for a variety of disease-states and age groups. The K-State Coordinated Program in Dietetics (CP) combines the academic requirements (step 1) and the supervised practice requirements (step 2) into one program.
3. **Verification Statement:** After completion of both the academic (bachelor's and master's requirements) and supervised practice components students will receive a verification statement confirming eligibility to sit for the Registration Examination.
4. **Credentialing Exam:** Once the verification statement has been received graduates are eligible to sit for the national Registration Examination for Dietitian Nutritionists. This national examination is administered by the Commission on Dietetic Registration (CDR). Successful completion of this exam allows the individual to use the initials RD or RDN after their name, indicating that they are credentialed as a Registered Dietitian Nutritionist. The RDN exam is a computer-based test which is available year-round. Graduates receive information regarding the registration exam from the CDR shortly after graduation. After passing the exam, practitioners must complete regular continuing education to maintain their RDN credential. The RDN credential is recognized by many states as eligibility for dietetic licensure within that state.

- a. All U.S. states and territories with licensure and certification laws accept the RDN credential for state licensure and certification purposes. In Kansas, graduates also must obtain licensure to practice as a Registered Dietitian Nutritionist. It is ACEND's considered opinion that the program is designed to and does meet all state dietetics licensure and certification laws.
- b. Instructions on Kansas licensure and application forms can be found at <https://kdads.ks.gov/kdads-commissions/survey-certification-and-credentialing-commission/health-occupations-credentialing/applications-forms>
- c. For information about Licensure in other states, please visit CDR's website that has a listing of state and U.S. territory licensure and certification laws <https://www.eatrightpro.org/advocacy/licensure/professional-regulation-of-dietitians>
- d. Additional information can also be found at: <https://www.eatrightpro.org/-/media/eatrightpro-files/acend/acend-updates/licensure-by-state-data-table-2021.pdf?la=en&hash=D603D776FD240C5990D744EA4E9516394A5990E9>

Our Purpose

Program Philosophy

The K-State dietetics program is based on the belief that dietitians are uniquely qualified to provide the latest information and guidance in nutrition, encompassing health promotion, clinical nutrition, and management of nutrition services and foodservice systems.

K-State's CP in Dietetics has been producing outstanding dietetics professionals since 1971 and is one of the oldest and most prestigious coordinated programs in the country. The Coordinated Program in Dietetics was established in 1970 and was the second program established in the United States. In the program's 50 years of existence, it has graduated well over 1,500 individuals. Many of our CP graduates give back to the program by mentoring and acting as preceptors for our current students.

The faculty believes students must understand the importance of the following in dietetic practice:

- Appropriate and timely decision-making based on knowledge, judgment and application of research;
- Effective management of resources to achieve organizational goals;
- Utilization of human relations techniques in attainment of objectives;
- Demonstration of leadership in problem-solving and recognizing needs for future change;
- Commitment to the Academy of Nutrition and Dietetics Standards of Practice and Code of Ethics;
- Assumption of responsibility for self-direction, evaluation, and continued personal and professional development; and,
- Advocacy of sound nutrition practices enhancing the well-being of the public.

The Coordinated Program at K-State strives to prepare graduates to become successful dietetic practitioners. Every effort is made to prepare students for professional practice in our service-oriented, information-based society. The importance of quality and service is emphasized, as client needs and expectations must be the central focus of innovative dietetics practice. Dietitians must use on-going self-evaluation, embark on lifelong learning, and adhere to a personal and professional code of ethics.

- The CP mission aligns with the missions of K-State (<http://www.k-state.edu/about/mission/index.html>), the College of Health and Human Sciences (<https://www.hhs.k-state.edu/about/>), and the Department of Food, Nutrition, Dietetics and Health (<https://www.hhs.k-state.edu/fndh/about/>).

Mission Statement

The K-State Coordinated Program in Dietetics will prepare graduates to use evidence-based practice to provide food and nutrition products and services to meet the needs of consumers as entry-level Registered Dietitian Nutritionists.

CP Program Goals and Objectives

As an ACEND-accredited program, achievement of program goals and objectives are continually monitored according to a Program Evaluation Plan (PEP). Program objectives are measured at least annually for each goal. The results are reviewed by the Program Advisory Committee and utilized to improve program operation and curriculum. This committee develops short and long-term improvement strategies based upon objective achievement and student and preceptor comments. Program outcomes data are available upon request from the CP Program Director, Kelly Whitehair stirtz@ksu.edu.

Program Goal #1: Program graduates will be successful on the RDN exam and in obtaining entry-level employment in the field of dietetics

Objectives:

1. At least 80% of students complete program requirements within 1.5 years (150% of planned program length). (RE 2.1.c.1.a)
2. Of graduates who seek employment, at least 75 percent are employed in nutrition and dietetics or related fields within 12 months of graduation. (RE 2.1.c.1.b)
3. At least 80 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion. (RE 2.1.c.1.c.1)
4. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%. (RE 2.1.c.1.c.2)

Program Goal #2: Program graduates will be prepared to function within the RDN scope of practice to meet clients' food and nutrition needs.

Objectives:

1. At least 80% of employers responding to surveys will rate their satisfaction with the graduate's preparation for entry-level professional practice as "meets expectations" or "exceeds expectations". (RE 2.1.c.1.d)
2. At least 80% of employers responding to surveys will rate graduates' ability to utilize evidence-based information to meet consumer needs as "meets expectations" or "exceeds expectations".
3. At least 80% of employers responding to surveys will rate graduates' ability to demonstrate professionalism and ethical behavior as "meets expectations" or "exceeds expectations".
4. At least 80% of employers responding to surveys will rate graduates' teamwork and collaboration to meet consumer needs as "meets expectations" or "exceeds expectations".
5. At least 80% of program graduates responding to surveys will "agree" or "strongly agree" that their educational experience prepared them for entry-level professional practice.
6. At least 80% of preceptors responding to surveys will "agree" or "strongly agree" that students are prepared for entry-level practice.

Student Learning Assessment

Program Level Learning Assessment

(Knowledge and Competency Requirements and Learning Outcomes)

As an ACEND-accredited Coordinated Program in Dietetics (CP), it is expected that students will have obtained competence for all ACEND-specified knowledge and competency requirement and learning outcomes. The ongoing assessment process for these competencies is located on the Competency Assessment Plan (Appendix A). These competencies and their assessment method will also be listed in each coordinating course syllabus. The Program Advisory Committee reviews student learning assessment outcomes annually and uses the data to determine if and what curriculum changes are needed.

This plan includes the following for each competency:

- Course in which the competency is assessed (ACEND)
- Assessment method (ACEND)

University Level Learning Assessment

The CP participates in university-wide student learning assessment under the guidance of the College of Health and Human Sciences Assessment Review Committee and the Associate Dean for Academic Affairs. Per ACEND-accreditation guidelines, the CP has a Program Evaluation Plan (PEP) designed to measure achievement of program goals, and a Competency Assessment Plan to document the assessment of student achievement of learning outcomes for each of the 2022 ACEND Core Knowledge and Competency Requirements. Data from the SLO Plan are shared with the Office of Assessment as part of university-wide accreditation.

Dietetics Curriculum & Related Policies

BS in Dietetics

120 credit hours are required to earn the Bachelor of Science in Dietetics at Kansas State University. Dietetic majors must be admitted into either the Didactic Program in Dietetics (DPD) or Coordinated Program in Dietetics (CP) to graduate with a BS in Dietetics. Both DPD and CP students complete the same foundational courses, with the CP students completing additional coursework comprising the supervised practice hours (internship hours). Additional graduate courses are required for eligibility to take the RDN Exam.

A listing of required courses can be found at <https://www.hhs.k-state.edu/students/services/programs/fndh-dt-option.pdf> or by viewing the curriculum guide in Appendix B. Course offerings, semesters offered, and course descriptions for each course are available in the university catalog and course schedule (<http://courses.k-state.edu/courses/>). Prerequisites listed for each course must be met. KSIS, the campus enrollment system, will block enrollment if prerequisites are incomplete. Concurrent enrollment in a course and its prerequisites is not allowed unless specifically indicated or with instructor approval. Students should be aware that some courses are offered only once a year. Because of this, it is vital that students work with their academic advisor to design a long-range plan allowing on-time graduation.

A full-time campus student can complete the undergraduate portion of the requirements within four years with careful planning. The exact time for students to complete the degree varies with the number of transfer courses accepted and number of courses taken each semester. Time to graduation is extended by taking extra electives, changing majors, participating in study abroad opportunities, or retaking a class to earn a better grade.

In addition to the BS in Dietetics, K-State offers degree options in Nutrition and Health; Nutritional Sciences; and Sports Nutrition. These three degree options are like the dietetics degree, but DO NOT meet the academic requirements of ACEND. Thus, these majors would need to take additional coursework to meet the dietetics requirements if they would like to continue toward earning the RDN credential. **Students wishing to do medical nutrition therapy, to work in the clinical setting, or to receive health insurance reimbursement as a dietitian must choose the BS in Dietetics, as the RDN credential is needed for those positions.** Students may choose to dual (or triple) major, such as earning both a BS in Dietetics and a BS in Sports Nutrition. Although this may seem like a good idea, having two majors will not increase your chances of being selected for the Coordinated Program. Being a dual major may extend the time it takes to graduate.

Grade Requirements

The Coordinated Program is competitive, as are internships, requiring exceptional academic performance for acceptance. Throughout the didactic coursework, faculty in each course assess student learning through a variety of exams, case studies, projects, presentations, and group activities. Students can view their current course grades within Canvas. Students can view their completed course grades and overall GPA through KSIS.

Learning activities used to measure student achievement of the Core Knowledge Statements (KRDN) or Competencies (CRDN) are administered by the faculty teaching specific courses, with the data provided to the CP Director for use in the ongoing student learning assessment plan. Students must earn a required minimum grade on these activities to remain on the dietetics pathway.

Students are required to meet the following criteria for continuation in the Coordinated Program:

- Grade of B or better in professional and natural science courses
- Grade of C or better in all other support courses in the dietetics curriculum
- Students are required to meet with their academic advisors each semester. Grades earned are discussed. Dietetics students not meeting grade requirements will be encouraged to retake course(s) or consider another major of study.

Curriculum Plan for BS in Dietetics

When you are admitted to K-State and choose dietetics as your major (or change to the dietetics major while at K-State), you are assigned the curriculum plan that is active (see the *Fall [year]* date in the lower right corner of the curriculum guide) (Appendix B). You may continue that plan even if curriculum changes occur during your time at K-State. Alternatively, if curriculum changes occur, you may opt to change to the updated curriculum by filling out a *Request to Change Degree Program Requirement Term* form in the Dean's Office. The credits you have taken up to that point will be re-evaluated against the updated curriculum. You may need to take additional courses or find that something you took earlier became an elective instead of meeting a requirement. If you elect to interrupt your academic program for more than a year, you will need to meet the program/degree requirements in place when you re-start if there was a curriculum change during your absence. In general, curriculum updates begin in the fall semester.

Transferring Courses from Other Schools to K-State

If you have taken courses prior to attending K-State the most efficient way to have them evaluated for transfer credit is to upload syllabi within the Transfer Equivalency Tool (<https://www.k-state.edu/admissions/undergrad/manhattan/apply/transfer/course-transfer.html>) as you begin the admission process. Upon admission, students should consult their academic advisor as soon as possible to facilitate the transfer process. Evaluation of a transfer course for equivalency to a DPD requirement will be done by the K-State

instructor of record through a process initiated by the Dean's Office. Typically, the dietetics program does not accept science and professional classes taken more than five years prior to beginning the program.

K-State students considering taking a required pre-coordinated course from another school, check the K-State Admissions Office "Transfer Equivalency Page" at <https://www.k-state.edu/admissions/undergrad/manhattan/apply/transfer/course-transfer.html>. Courses listed in the Transfer Equivalency search tool have been pre-approved and will transfer without question. If you take a transfer course, make sure to have an official transcript with your final grade sent directly from that school to the K-State Office of Admissions for the course to be officially recorded on your transcript. For additional information on transferring work, contact your academic advisor or the Office of Admissions <http://www.k-state.edu/admissions/>.

If the school you are interested in has a specific course you wish to take, but that course has NOT been pre-approved by K-State, you need to obtain a copy of the course syllabus from that institution. Take this information to your academic advisor, who will help you complete the *Approval Request for Off Campus Enrollment* form. You will need to attach the course syllabus. After the form is signed by your advisor, it goes to the Dean's Office for evaluation. If the Dean's Office agrees that the course is equivalent, they will also sign the form and send you a copy. This pre-approves you to take the course at the other institution.

Students may transfer from an accredited community college up to one-half of the K-State requirements for graduation. For the BS in Dietetics, this is 60 credit hours. All bachelor's degree-seeking students must complete at least 30 K-State credits to earn a degree from K-State. Further, the student must complete 20 of the last 30 hours of undergraduate credit through K-State.

Coordinated Students may not use previous or current coursework or employment experience in place of CP supervised practice hours.

K-State Eight

"The K-State 8 general education program helps students widen their perspectives, explore relationships among subjects and build critical and analytical thinking skills. K-State 8 exposes students to a broad range of knowledge in different academic areas. The program shapes well-rounded thinkers and helps prepare students for careers, graduate school, and other post-graduate experiences."

"Each student must successfully complete credit-bearing courses/experiences to cover all of the K-State 8 areas. A minimum of four different course prefixes (e.g., AGECE, MATH, FSHS) must be represented in the fulfillment of the K-State 8 requirements."

- Aesthetic Experience and Interpretive Understanding
- Empirical and Quantitative Reasoning
- Ethical Reasoning and Responsibility
- Global Issues and Perspectives
- Historical Perspectives
- Human Diversity within the U.S.
- Natural and Physical Sciences
- Social Sciences

Courses that meet K-State 8 requirements will have a K-State 8 icon on the course schedule indicating the K-State 8 area covered by the course. For more information regarding K-State 8 requirements, please see the website: <https://www.k-state.edu/kstate8/>.

Diversity, Equity, and Inclusion Statement

The Coordinated Program in Dietetics follows the K-State policy for prohibiting discrimination, harassment, and sexual harassment which states “Kansas State University is committed to maintaining academic, housing, and work environments that are free of discrimination, harassment, and sexual harassment. Discrimination based on race, color, ethnicity, national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status is prohibited.” The full policy can be found at <https://www.k-state.edu/policies/ppm/3000/3010.html#policy>.

In addition, the Coordinated Program in Dietetics has adopted the Academy of Nutrition and Dietetics Diversity Definition: “The Academy encourages inclusion, diversity, equity and access (IDEA) by striving to recognize, respect and include differences in age, creed, culture, ethnicity, gender, gender identity, political affiliation, race, religion, sexual orientation, size, and socioeconomic characteristics in the nutrition and dietetics profession.” (<https://www.eatrightpro.org/practice/practice-resources/diversity-and-inclusion>).

To operationalize this diversity definition, the Coordinated Program in Dietetics is committed to fostering a culture of diversity, equity, and inclusion through the following strategies:

- Recruitment and admission practices that are applied fairly and consistently regardless of background
- Holistic admissions process and DEI Training for the Selection Committee
- Provision of information to encourage students to apply for available scholarships through K-State, KSAND, and The Academy of Nutrition and Dietetics, and other sources to reduce the financial burden
- Provision of accurate and timely advising to students on the pathways of becoming a dietitian to help students meet their individual needs
- Encouragement and provision of DEI training to program faculty and preceptors
- Respectful communication and cooperation between students, instructors, and preceptors
- Valuing differing and unique perspectives

Any student, faculty, staff, or preceptor found to have exhibited inappropriate conduct or behavior against others may be reported to the Office of Institutional Equity (<https://www.k-state.edu/oie/>).

Students with concerns can discuss with preceptors, instructors, department head, or the student ombudsperson. The student ombudsperson will listen to your concerns and help the student navigate the situation through confidential guidance, resource referrals, and more. More information about the student ombudsperson can be found at: <https://www.k-state.edu/diversity-inclusion/resources/student-ombudsperson/>

CP Program Details

Tuition, Fees, Expenses

Tuition

- The cost of tuition depends upon student residency. The latest and most up-to-date information about tuition and fees is found on the K-State Admissions Office website at <http://www.k-state.edu/admissions/finaid/>. There is also a fee for graduate school application.

Financial Aid

- Information can be found at <http://www.k-state.edu/sfa/>. You may wish to call the Office of Financial Assistance for additional information at 785-532-6420.

Tuition Refunds

- Information regarding tuition refund policy is located at <http://www.k-state.edu/finsvcs/cashiers/refunds/>.

Textbooks

- Book requirements for your classes are available from the K-State Campus Store (<http://union.k-state.edu/shopping-services/k-state-campus-store>) or from a variety of online retailers. It is difficult to estimate the cost of textbooks and course materials as the amount can vary greatly from one semester to the next. An estimate is \$300-500 per semester, depending on the number and selection of courses you are taking. You are encouraged to shop around for textbooks to obtain them at the lowest price possible. Students are encouraged to save the important dietetics-related textbooks for use when studying for the RDN Credentialing Exam after completing the supervised practice. Check with each professor about the value of keeping the course textbook in preparation for the RDN Exam.

Computer

- It is recommended that CP students purchase a computer for use during the program. Estimated cost of computer system is \$1000 to \$1500 and is required for students as early as possible. Information about technology on K-State campuses is available at <https://www.k-state.edu/onestop/technology-support/>. Information available includes computer recommendations, description of the Information Technology Assistance Center (iTAC) and IT Help Desk, student Webmail and KSIS (student information system).

Housing

- You can obtain information about on-campus housing at <http://housing.k-state.edu/>.

Additional Expenses Specific to the Coordinated Program

Student Membership to Academy of Nutrition and Dietetics

- Academy membership gives you free membership in a state affiliate of the Academy. Both the national association and the state affiliate may provide scholarship and volunteer opportunities. Student membership also provides book and other resource discounts.
- \$58 per year (<https://www.eatrightpro.org/membership/membership-types-and-criteria/student-member>)

Professional Liability Insurance

- Required for final year during supervised practice rotations.
- \$30 for the year

Personal Health Insurance

- Required for final year during supervised practice rotations.
- If a student does not already have a policy, it is estimated at \$650 for the year.
- For health insurance options, see <https://www.uhcsr.com/>

Criminal Background Check

- Required for final year during supervised practice rotations.
- \$60 (one-time fee)

Drug and Alcohol Testing

- Practicum Site-specific: for final year during supervised practice rotations.
- \$30 (one-time fee, if done at Lafene Health Center)

Housing & Transportation

- Practicum Site-specific: for final year during supervised practice rotations.
- As deemed appropriate by the student, estimated at \$300-\$600 per month
- Few cities with practicum sites have reliable public transportation. Students must be able to provide their own transportation to practicum sites.

Other Costs You May Incur

Professional Meetings

- It is encouraged that students attend state and/or national meetings to network and gain additional educational experiences. The cost of these can vary as can the required travel.
 - The annual Food and Nutrition Conference and Exhibition (FNCE) is estimated at \$1000 (<https://eatrightfnce.org/>).

Student Dietetic Association

- Optional student interest group provides networking and educational opportunities as well as leadership roles.
- Yearly fees vary.

Registration Exam for Dietitian Nutritionists

- After completing a supervised practice program, students will pay \$200 to sit for the Registration Examination for Dietitians. Information about the exam can be found at <https://www.cdrnet.org/certifications/registered-dietitian-rd-certification> (scroll to “RD Examination” box).

Policies and Procedures

The CP expects students to abide by all university policies. For information about policies not listed, visit <https://www.k-state.edu/registrar/students/academicpolicy/>.

Honor System

Information on the University’s Honor System may be found in the University Handbook at the following website: <http://www.k-state.edu/honor/>.

Withdrawal from the University

Information regarding withdrawal from the University is found in the Undergraduate Catalog at <https://www.k-state.edu/sfa/about/policies/dropwithdraw.html>.

Scheduling and Time Commitments

The CP follows the University academic calendar as described in the University Handbook at <https://www.k-state.edu/registrar/calendar/>. There are program-specific scheduling commitments as well.

Supervised Practice Orientation

Prior to each supervised practice the program holds an orientation for students.

- Community: Generally, a brief session held late spring or on the first day of the summer rotation. Students will be notified by the community instructor when and where to report.
- Management: Held the first day of classes. Students will be notified by the management instructor when and where to report.
- Clinical: Students in the clinical semester must enroll in FNDH 519 Introduction to Clinical Dietetics. This one-credit course will provide a multi-day orientation and preparation review the first week of classes. Clinical site orientation is scheduled by the preceptor with the clinical semester student. The student should contact their clinical preceptor prior to the beginning of the clinical semester.

Supervised Practice Time Commitments

The supervised practice is considered a time of intensive, hands-on experiences. It is important that students focus on the experience and its accompanying courses. The management and clinical practicum experiences entail 30-35 hours per week in facilities.

The summer community-based practicum averages 8 hours per week for a total of 8 weeks. During this experience students may not be with their preceptor the entire time as some projects will occur independently with some guidance from their preceptor.

In some cases, there are times when case studies, discussions, meetings, or activities are used to enhance the practicum experience and are counted towards the students' total supervised practice hours. These are controlled situations, included FNDH 519 Introduction to Clinical Dietetics, which is a one-credit course at the beginning of the clinical semester. It also includes FNDH 563 Management in Dietetics Practicum Recitation, where students meet with instructors to reflect on situation throughout the week in practicum facilities.

Due to the expected rigor of the supervised practice, students are strongly encouraged not to overcommit themselves outside of the rotations. These schedules may include some weekend or evening activities. If an outside job must be maintained, hours for that job must be scheduled so that they do not conflict with the supervised practice schedule. The practicum schedule will be established by the preceptor and may vary throughout the semester. The student should work closely with the facility preceptor regarding scheduling issues.

Students are not allowed to replace employees as part of supervised practice (ACEND Standards 8.2.e (2022)). Students will complete staff relief during the semester, typically at the end of the clinical semester. Students will carry a clinical caseload; the student will report to a supervising RD if questions or concerns arise during staff relief. If a student believes their educational time is being utilized to fill in for staff vacancies, they should contact the program director who will discuss the issue with the practicum site preceptor.

Vacation, holiday, and absence policies

Holidays and vacation breaks are published in the K-State Undergraduate and Graduate catalogs and online at <http://www.k-state.edu/registrar/events/>. Individual course instructors also may announce class cancellations or changes in the semester schedule. Students are responsible for checking with individual course instructors regarding absence policies for didactic courses.

Students in off-campus supervised practice experiences have the same holidays and vacation breaks as on-campus students. However, students and preceptors should work together to ascertain the best schedule for that facility and operation. For example, a student may work a weekend in a supervised practice facility and be given time off during the week. Or a student in a school foodservice setting may rearrange the time they take their spring break week to coincide with the school district's spring break rather than the K-State spring break.

Excessive absences, whether for illness, family emergency, or other reasons, must be discussed with the CP Director. All parties involved will work together to determine if, when, and how time missed may be made up. Students may miss up to three days during the semester for illness or emergency before make-up days in the practicum are required.

The student is responsible for notifying instructors and facility personnel as early as possible in the semester if absence from classes or facilities is anticipated. Provision must be made to the satisfaction of the faculty and/or supervised practice staff, for coverage of coursework or duties during the student's absence. Students who are "at risk" academically will need to discuss with their instructor if absence from classes or facilities is in their best interest.

Attendance at professional meetings

Students are encouraged to attend professional meetings such as the Food and Nutrition Conference and Exhibition (FNCE) of The Academy of Nutrition and Dietetics, the Kansas Academy of Nutrition and Dietetics annual meeting, the Kansas Nutrition Council annual meeting, or other organization seminars. These events may occur during didactic course times or supervised practice experiences, so schedules must be discussed with the CP Director and your site preceptors in advance. Attendance at and travel to and from the events is not supervised or sponsored by Kansas State University and are at the students' own risk.

Interview days for graduating students

Students who are in their last semester are allowed two days away from classes and facility assignments for the purpose of interviewing for jobs per university policy. Course instructors and facility personnel must be notified as soon as possible of the requested time off and plans must be in place for coverage of duties during the student's absence.

Accommodations

The Student Access Center appreciates disability as an integral part of the K-State University experience. We are committed to providing equal access and opportunity to all campus programs and services for students with disabilities. Through collaboration and support of the entire campus community, the Access Center promotes disability pride, self-determination of the student, and universally accessible design principles, so that everyone has full access to university life. Register for academic or transportation accommodations at <http://www.k-state.edu/accesscenter/students/index.html>.

Student Records

All information pertaining to student records can be found in the University Undergraduate Handbook at: <http://www.k-state.edu/registrar/arr/#STUREC>. The Department of Food, Nutrition, Dietetics and Health follow these guidelines. The program director maintains a file on each student which includes a student's application to the program, recommendation forms (right to review waiver), required entrance documents, and summary comments on student performance. Students can view their records, apart from the application scoring sheet and letters of recommendation, where their rights have been waived. To review records, contact the CP Director.

Faculty and staff at K-State follow the Family Educational Rights and Privacy Act of 1974 (FERPA) to maintain student records and information. For more information regarding FERPA and the Student Records Policy, please visit [FERPA \(k-state.edu\)](http://www.k-state.edu/ferpa).

CP Handbook

This CP Handbook is available to the public and all dietetics majors, including DPD students, CP students, and students majoring in dietetics who are not yet accepted into the DPD or CP. The handbook is available in the *Dietetic Information* Canvas site, as well as, on the webpages for the department. Students are formally alerted to the presence of the handbook during the introductory course, FNDH 130 Careers in Nutrition and Dietetics, and upon acceptance into the CP.

Dress Code

There is no specific dress code for campus or online students when participating in class lectures or labs. However, students are encouraged to dress professionally when participating in experiential learning activities for a course, attending a professional meeting, or participating in any volunteer or shadowing experiences. Required dress for supervised practice rotations will vary slightly based on the location. For examples of professional dress, visit <http://www.k-state.edu/careercenter/students/attire/index.html>

Program Admission & Progression

Academics

Students interested in pursuing a dietetics degree first apply for admission to Kansas State University and select dietetics as a major. Students are then assigned to an undergraduate advisor in the FNDH department. Students begin completing the support knowledge and university-required courses. Students must maintain a grade of B or better in professional courses and natural science courses. Students must maintain a grade of C or better in all other support knowledge courses within the dietetics curriculum. Those not meeting grade requirements are advised to retake courses as soon as possible seeking tutoring support offered by the university. Students not wanting to retake courses are encouraged to consider other areas of study. Course grades earned are reviewed at each enrollment advising appointment. Typically, by the third to fourth year of study, students are completing upper-level professional courses and Pre-CP dietetics courses. Students may also be completing secondary majors and/or minors during this period in their academic study plan. The academic curriculum guide for the undergraduate program can be found at <https://www.hhs.k-state.edu/students/services/programs/fndh-dt-option.pdf> (Appendix B). Students apply to the CP once they have completed or are currently enrolled in their last semester of professional coursework. Due to the new advanced degree requirement for dietetics registration, students beginning the CP in 2023 will need to work with their advisor regarding when to apply for graduate school to complete the required MS option.

Experiential Learning & Involvement

Experiential learning activities include “shadowing” of professionals, service-learning activities, observation, and employment. Students who have dietetic-related employment and/or volunteer experience have shown to often be successful in the coordinated program. Preceptors have indicated that experience in health care settings and food production settings is beneficial in adapting to the supervised practice environment and expectations. Students are encouraged to gain these experiences in preparation for the coordinated program. Guidelines of goals to seek during employment or volunteer experience include:

- Students will gain greater exposure in the field of dietetics to enhance coursework.
- Students will develop professional and personal skills in interacting with people and organizations.
- Students will utilize dietetics-related employment and/or volunteer experience to prepare for supervised practice in the coordinated program.

Students are encouraged to gain experience in community nutrition programs, food production operations, acute care food and nutrition services, or long-term care food and nutrition services. Students are also encouraged to apply for counseling positions at diabetes camps and other children’s camps. Students are notified by advisors and faculty of summer internship, part-time employment, and volunteer opportunities through dietetics communication channels. The students are solely responsible for conducting their own inquiry(ies) regarding any employment or volunteer opportunities and/or internships to determine their quality and safety. K-State does not sponsor any such opportunities, nor do any quality, safety, or other checks. These are opportunities independent from K-State and undertaken for the students’ own educational benefits.

Students should also consider being involved in the Student Dietetic Association, The Academy of Nutrition and Dietetics, The Kansas Academy of Nutrition and Dietetics, Well-CAT ambassadors, and other college and university organizations and societies.

Application to the Coordinated Program

Students seeking to apply to the CP must be a K-State student and have completed the required pre-CP didactic courses.

Timing

Application for formal admission to the Coordinated Program should be made after all pre-supervised practice curriculum courses are taken (or currently in). In other words, during the semester of application, the student should be completing the final courses on the dietetics option sheet, apart from the CP supervised practice courses. Academic advisors will guide students on this timeline.

CP Applications are accepted once per year. **February 15** is the application deadline. All required materials must be received by this date for consideration.

Process

Detailed information about the application process is posted in the *Dietetics Information* site, which students have access to in Canvas. Students should notify the CP Director by email (stirtz@ksu.edu) of their intention to apply to the CP, and they will be granted access to the *CP Application Portal*. This Canvas-based portal is where all application materials are submitted. The CP Director will provide information about the application process; however, it is the students’ responsibility to initiate and complete all application steps. Application materials will be kept on file with the program director and will not be returned. The steps in the application process are:

1. Meet all program course KRDN and grade requirements
2. Request access to the CP Application Portal at the beginning of the application semester and at least two weeks prior to the application deadline.
3. Submit all requested materials by the deadline (11:59pm (CST) on February 15).
 - a. Application packet will include:
 - i. Cover Letter
 - ii. Resume
 - iii. Personal Statement
 - b. Other items required:
 - i. CP Application Form
 - ii. Documentation of Coursework Form
 - iii. DARS Report
 - iv. DPD Verification (if applicable)
 - v. References
4. Reserve a CP Application Interview time (link posted on CP Application Portal).
5. Participate in a 20-minute interview with faculty.
 - a. The purpose of the interview is to ascertain the applicant's knowledge about and interest in the CP and determine the most appropriate fit for supervised practice placement. This interview also enables the faculty to assess communication skills, maturity, poise, human relations skills, and understanding of the rigors of the program. The application process for this program should be considered like application for a professional position.
6. Students are scored on a 100-point scale (Appendix C) by the Selection Committee.
 - a. Acceptance into the program is based on meeting the admission criteria, faculty assessment of student readiness for the program, and overall assessment of the student.
 - b. A minimum score of 80 points is required for acceptance.
7. Results of the CP selection process will be sent to applicants by email.
 - a. Acceptance into the CP is not official until the signed Assigned Practicum Release-Assumption of Risk form (Appendix D) and the signed Consent to Disclose Education Records form (Appendix E) are returned to the CP Director.
 - b. Acceptance requires that students agree to their assigned practicum sites and maintain grade requirements for the remainder of the semester prior to and during the program.
 - c. The number of students accepted each semester is dependent upon the number of affiliated practicum sites willing to work with CP students.
 - d. If a student applies to the CP, but is not accepted, there are options:
 - i. Reapply to CP in a future application cycle. The student should talk with the CP Director about strategies for strengthening their chances of subsequent acceptance.
 - ii. Apply to a Dietetic Internship in the next application cycle (Fall). This experience would not be K-State affiliated. The student should talk with the CP Director for more details.
 - iii. Change major to graduate on time as planned. The Nutrition and Health degree is the one most closely aligned with the dietetics curriculum. The students' academic advisor can help make this decision.

Priority Review and Selection Process

The CP has a priority review and selection process based on classification of students prior to CP application. K-State campus applicants are given priority in application consideration. K-State DPD graduates are given second priority application consideration if practicum spaces are available, followed third by K-State DPD distance

students. For more detailed information regarding the application review and selection process, including application and admission criteria and CP entrance procedure for each classification, contact the CP Director.

Supervised Practice Sites

Selection and Evaluation

The supervised practice rotations in the Coordinated Program are divided into three semesters: management practicum semester, community practicum in summer session only, and clinical practicum semester. Practicum sites for the management experience include K-State Dining Services and other foodservice facilities in healthcare and schools based upon availability. During the clinical semester, students are assigned to acute care facilities in Kansas City, Topeka, Wichita, Leavenworth, Hays, Salina, Emporia, Manhattan, Junction City, and occasionally other sites. Students complete learning activities in extended care and care of various age groups during their clinical practicum.

- Students should anticipate being away from campus for their clinical semester and may be placed away from campus during other semesters as well depending on site availability.
- Distance instruction is utilized during the community and clinical semester for FNDH 517 and FNDH 520 Applied Clinical Dietetics. All coursework materials including information, assignments, exams, and quizzes are posted on Canvas, the learning education platform used by K-State, and students must utilize their secure K-State login and password to access any materials and complete assignments, exams, and quizzes.

Practicum sites are selected and retained based upon the following characteristics:

- Willingness to expend preceptor and staff time required to educate students through their supervised practice hours
 - The Coordinated Program would not be possible without the commitment of our supervised practice sites. The time, knowledge, and experiences our preceptors provide contribute to the education of our students and the future of the dietetics profession. Information specific to these sites and the preceptors can be found in Appendix F.
- Ability and willingness to provide opportunities for students to complete required projects
- Patient population allowing students' learning activities in providing nutrition care for clients with uncomplicated illnesses such as obesity, diabetes, cancer, cardiovascular disease, gastrointestinal diseases, renal disease, and possibly other complicated illness to meet ACEND standards
- Equitable treatment and evaluation of student performance
- Upholding ethical standards and practices at the practicum site
- Willingness to complete an affiliation agreement between the facility and Kansas State University
- Accreditation by Joint Commission on Accreditation of Healthcare or another agency, compliance with FDA or state food code, etc.
- Generally positive reports from CP students

Practicum sites are evaluated by students at the end of each CP semester through surveys. Evaluation measures of practicum sites by students include the following:

- Experiences that prepared student for entry-level practice
- Guidance that was clearly communicated
- Staff knowledge and expertise
- Clear and fair evaluation

Consistent complaints from students that are found to be justified by instructors will result in discontinuance of the practicum site after attempts to improve the situation have failed, or immediately, as the situation warrants.

Students should report unethical or inappropriate behavior on the part of a preceptor or practicum site staff member with consequent investigation by the CP director and potential removal of the student from the practicum site. The CP student has the right to file a grievance against the instructor hence practicum site through the university using the appropriate steps listed in the University Handbook (<http://www.k-state.edu/accesscenter/students/grievance.html>). The supervised practice site will be discontinued if found guilty of unethical behavior such as sexual harassment, medical malpractice, or fraud.

Practicum sites are reviewed informally by the instructor at site visits and conferences. Instructors evaluate practicum sites based upon the following:

- Provision of experiences and activities that allow student to complete all required projects
- Guidance of students through required projects and toward and through staff relief
- Completion of evaluations required of preceptors
- Feedback from student survey results or immediate concerns expressed by students

Student Placement

Students will be assigned to practicum sites and must accept the assigned practicum sites as a condition of being accepted into the Coordinated Program in Dietetics at Kansas State University. A Waiver, Release, and Assumption of Risk will be signed by the student (Appendix D). Students will acknowledge that practicum sites accept students on a volunteer basis. Students must acknowledge that practicum sites may change their decision regarding accepting a student any time up to the beginning of the semester resulting in the CP Director locating a new practicum site from locations that might agree to accept a student on short notice, if possible. Students will

Expectations & Requirements of Students:

- Students at practicum sites are expected to dress, behave, and present themselves as if they were employed there.
- Students are expected to know and abide by the policies and protocols of the supervised practice site where they are assigned.
- Students are expected to function as a student-member of a multidisciplinary team of professionals.
- Students are expected to provide appropriate services to patients/clients/customers in a professional manner, always respectful of the individual's needs and right to privacy.
- Students are expected to obtain advice and direction from supervising registered dietitians and other professionals when unsure of the correct or most appropriate nutrition care to provide a patient or the most appropriate interaction with an employee or customer of the practicum site.
- Students are expected to respect the wants and needs of customers and clients in the practicum facility.
- Students are encouraged to discuss concerns or questions with their preceptor and/or the instructor/program director.
- Students are expected to adhere to the dress code of their practicum site.
- Students will be provided rules for HIPAA compliance from the clinical practicum instructor at the beginning of the semester. Students are expected to participate in any HIPAA orientation or training provided by the clinical practicum site and to adhere to all rules of patient confidentiality.
- Students are expected to maintain confidentiality regarding operational issues in all practicum sites.
- Students are expected to log practicum hours each week in practicum on the timesheet provided by the instructor of the course. Preceptors must initial the timesheet each week.
- Students are obligated to know and follow facility policy and protocol. Most affiliation agreements clearly state that the facility reserves the right to expel a student from their facility for matters of inappropriate conduct.

Proof of Health Insurance

Students participating in the CP must show evidence of medical insurance coverage, either through a family medical plan or an individual medical insurance plan. The student's medical insurance coverage will be at the expense of the student. Proof of medical insurance coverage must be presented to the program director prior to assignment in any practicum facility. The CP director is not evaluating the completeness, sufficiency, or adequacy of coverage, only that health insurance is obtained. This is critical because students are not employees of these operations and thus are not covered by Workers' Compensation. Students are responsible for all medical and other expenses incurred during the program.

In the event of a student health or family emergency, both student and preceptor must contact the program director who will coordinate with the Office of Student Life to provide the student with the support needed during and after the emergency. Information regarding contact information at the Office of Student Life is found at <https://www.k-state.edu/studentlife/heretohelp/students/index.html>. If a CP student needs an accommodation or requires an extended absence, please contact the CP Director and/or the Student Access Center (<http://www.k-state.edu/accesscenter/>).

Professional and General Liability Insurance

It is a requirement that students who have been formally admitted to the Coordinated Program in Dietetics carry professional liability insurance to protect them from malpractice suits, at the student's own expense. Proof of student liability insurance coverage must be presented to the program director prior to beginning the coordinated program. Marsh Affinity Group Services, a service of Seabury and Smith provides coverage at a discounted rate for student members of the Academy of Nutrition and Dietetics, but students are free to seek insurance from other insurance companies as well. As a courtesy, the CP director will provide purchase instructions for Marsh Affinity Group Services. Once the CP student graduates, the policy purchased as a student often does not extend as professional liability insurance for professionals.

Proof of Current Immunizations

Students must have current immunizations, as required by assigned practicum site, and present a copy of the record to the program director. Most sites require MMR x 2, Varicella x 2, Tdap within the last 10 years, among others. Some hospitals also require Hepatitis A vaccination, and most hospitals require Hepatitis B vaccinations or declination waiver. The program director will provide each student with the specific requirements for the medical practicum site to which they are assigned. All requirements must be met before the student can begin in their practicum site.

Flu and COVID-19 Vaccinations

Many facilities require proof of the current year's flu vaccination and proof of being fully vaccinated for COVID-19. The program director will provide each student with the specific requirements for the medical practicum site to which they are assigned. All requirements must be met before the student can begin in their practicum site. If requirements are not met, the student may not be able to complete the program.

Proof of Negative TB Skin Test

Students must have a recent negative TB skin test within the last 12 months and provide written proof to the program director prior to entrance into the medical practicum site. Medical practicum sites vary in their requirements; the program director will provide each CP student with specific requirements for the medical practicum site to which they are assigned.

Criminal Background Check for Student Dietitians

Background checks are required for all medical practicum sites. Criminal background checks must be completed prior to the student starting at the practicum site. Students are required to initiate this criminal background check through an electronic process at their own expense. It takes between 24 to 96 hours for the background check to be completed after it is initiated. The report will be sent to the medical facility that the student is assigned. The CP Director will provide each CP student with instructions on purchasing a background check from Validity Screening Services.

Drug and Alcohol Testing

Some practicum sites require the student to have a drug and/or alcohol testing prior to entrance to the facility. Some locations will perform this testing onsite. However, some require it to be done prior to the first day of the semester. Lafene Health Center performs drug and alcohol testing for students. Lafene requires a letter from the CP director stating that the student needs to have this testing done for a program requirement. The student is also required to have photo identification the day of the testing. Students will need to sign a waiver allowing the results of the test to be released to the director of the Coordinated Program, who will send the results to the practicum site. The student will incur all costs of drug and alcohol testing.

Practicum site-specific requirements

Each practicum site has specific entrance requirements including pre-semester training. The program director will provide each CP student with a list of requirements and due dates for the practicum site where they are assigned. This could include specific facility training, CPR certification, providing record of a recent physical examination, signing confidentiality statements, participating in facility orientation, etc. The program director will need all documentation approximately 30-50 days prior to the first day of the clinical practicum. This information is required prior to the student starting at the facility. The program director will send copies of all documentation to the practicum sites before the first day of the semester after the student has signed a release waiver (Appendix D & E). All practicum sites are notified that information provided to them regarding student health either by program director or student themselves is HIPAA protected.

Housing

It is the student's responsibility to find housing for themselves, at their own risk and expense during the practicum semesters, just as students are responsible for their own housing when attending classes on campus.

Assessment of Student Learning and Performance Reports

Regular evaluation of student performance in professional courses with a supervised practice component is an important part of the CP experience. Each student meets on a regular basis with their facility preceptor to critique learning activities and identify strengths and areas for improvement in on-the-job knowledge and behavior. Formal evaluations by preceptors are completed at midterm and at the end of the semester. Competency evaluation is measured by the preceptor and course instructor through practicum projects. Both lecture courses and supervised practice are graded courses and final grades are determined by the instructor on record based upon preceptor evaluations and project scores. Please also see the section titled "Student Learning Assessment" for the formal process used to assess student learning outcomes for university and accreditation purposes.

Program Retention, Remediation and Termination Procedures

The philosophy of the program is that students must demonstrate competence in both knowledge and performance. CP instructors will review student progress with preceptors a minimum of twice per semester. CP instructors will meet with the preceptor and CP student if they are not performing up to standards as indicated by

the preceptor performance report. The CP instructor, CP student, and preceptor will determine goals, objectives, and a timeline for the student to meet performance standards. These goals, objectives and timelines are documented through a performance improvement plan. The improvement plan is individualized for each student and their areas of concerns which could be knowledge-based and/or behavioral concerns. If the concerns are knowledge-based, the instructor will develop a plan to provide additional knowledge-based sessions weekly such as lectures, case studies, discussions, etc. If the concerns are behavioral based, the preceptor and instructor will provide expectations for changes and the student will develop strategies to improve behaviors to meet expectations. Please see an example of performance improvement plan in Appendix G. If the student does not make the specified improvements by the given timeline, the CP student may be dismissed from the program. If dismissed from the program, the student will have the opportunity to meet with faculty advisors to discuss career paths and major options. Obtaining a grade of B in all CP courses is a prerequisite to continue in the coordinated program. Students who do not earn at least a B in a coordinated program course will be re-evaluated for continuation in the program. Student performance and professional behavior is a critical component in determination of letter grades for courses. Performance is assessed by practicum preceptors and reviewed by course instructors in determining successful completion of the program. Notwithstanding anything herein to the contrary, nothing in this paragraph or elsewhere shall be construed to limit the university's or preceptors' decision to discipline or terminate the student for policy or protocol violations.

Graduate Degree

Students applying to the Coordinated Program in Dietetics in Spring of 2023 or later are also required to complete a master's degree to earn a verification statement of completion from the CP at Kansas State University.

For more information regarding graduate school, please see the Graduate Handbook at <http://www.k-state.edu/grad/graduate-handbook/>. Information includes Admissions, Enrollment, and Progress; Master's Degree; Doctoral Degree; Graduate Certificate Programs; The Graduate Faculty; Graduate Council Constitution, By-Laws, Procedures; Graduate Student Rights and Grievance Procedures; Dissertations, Theses, Reports; Graduate Student Reinstatement Procedure.

Once admitted to graduate school, students should also work with their major professors to determine their program of study and enrollment of graduate coursework. Every master's student must file with the Graduate School, a Program of Study, a formal list of the courses the student intends to take to fulfill the requirements of the graduate degree. The program of study should consist solely of courses directly related to the master's degree. Full-time students must file their programs before the end of their second semester of graduate study. The student should prepare the program of study in consultation with the supervisory committee, all members of which must indicate their approval by signing the Program of Study form provided by the Graduate School. For the Accelerated MS program, a supervisory committee will be formed, and a program of study filed soon after the student has achieved admission.

Graduation Requirements

Application for graduation clearance is completed using KSIS. The student is responsible for verification that all transcripts of college credits from previous institutions are on file in the Office of the University Registrar before the end of the semester in which graduation is intended.

To be awarded a graduate degree, the student 1. must not be on probation 2. must have a cumulative GPA of 3.0 or higher on graduate coursework on the program of study 3. must meet all the requirements of the Graduate School, the student's academic program area, and the student's supervisory committee, 4. must be enrolled during the semester in which the degree requirements are completed. For more information regarding graduate school, please see the Graduate Handbook at: <http://www.k-state.edu/grad/graduate-handbook/>.

Information includes Admissions, Enrollment, and Progress; Master's Degree; Doctoral Degree; Graduate Certificate Programs; The Graduate Faculty; Graduate Council Constitution, By-Laws, Procedures; Graduate Student Rights and Grievance Procedures; Dissertations, Theses, Reports; Graduate Student Reinstatement Procedure.

Verification Statement Procedures

To earn a Verification Statement, Coordinated Program students must complete all coursework required for a Bachelor of Science degree in dietetics and complete the supervised practice experience, and complete coursework required for the Master of Science in Nutrition, Dietetics, and Sensory Sciences. Upon completion of all requirements and final grades are posted, the College of Health and Human Sciences Dean's office will provide the CP Director with a letter. Once received, the CP Director will prepare and sign the Verification Statements. Each graduate receives six copies of a dated verification statement with original program director signature or an electronic copy with the program director's electronic signature. The program director will request a mailing address from each graduate where the Verification Statements will be mailed after program completion and degree conferral. The original signed and dated verification statement remains on file in the department of Food, Nutrition, Dietetics, and Health indefinitely. The program director will also request a signature from the student that allows the university's registrar's office to release one copy of the student's official transcript to the program director for record keeping purposes only.

Grievances

In keeping with the University's process, the grievance procedure for the Coordinated Program serves the three functions as that of the University: "(1) to safeguard the rights and academic freedom of both students and faculty, (2) to assure due process, and (3) to provide for consistency in handling undergraduate grievances throughout the university". For additional information about grievances, please see the university policy at <https://www.k-state.edu/studentlife/reportsandpolicies/studentcomplaintsandgrievances.html>.

In addition, the Coordinated Program seeks to preserve the working relationship with the preceptor, their staff, and the practicum site recognizing that each practicum site must enforce their own policies and protocols.

A coordinated program student should notify the CP Director with concerns or complaints about their preceptor, practicum site, or course content. The program director will consider such complaints and seek additional information when needed and decide on a resolution. Students may also discuss their concerns with the department head of FNDH.

Opportunity and Procedure to File Complaints with the Accreditation Council for Education in Nutrition and Dietetics

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with the accreditation/approval standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995 or by calling 1-312-899-0040, ext. 5400. Written complaints should be mailed to the Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address. ACEND's website is: <http://www.eatrightPRO.org/ACEND>.

Program complaints will be kept on file for a period of at least 7 years, including the resolution of complaints.

Registration Exam for Dietitian Nutritionists

To earn the Registered Dietitian Nutritionist (RDN) credential, you must pass the Registration Examination for Dietitians offered through the Commission on Dietetics Registration (CDR).

To be eligible to take the RDN Exam, you must have:

- a bachelor's degree (will elevate to a master's as of January 1, 2024)
- completed ACEND-accredited didactic coursework
- completed ACEND-accredited 1000-hours of supervised practice

Beginning on January 1, 2024, the requirements to take the RDN Exam will change from a bachelor's degree to a master's degree. **The master's degree can be any major.** ACEND does not accredit degree programs, they only accredit Didactic Programs in Dietetics (DPD), Coordinated Programs in Dietetics (CP), and Dietetic Internships (DI). K-State has both an ACEND-accredited DPD and an ACEND-accredited CP. The CP includes both the DPD coursework and the 1000-hours of supervised practice.

The last group of students who will be able to take the RDN Exam **without** holding a master's degree will be those who **complete** a supervised practice program by December 31, 2023. The student who is exam eligible on December 31, 2023, will be able to take the exam anytime in 2024 or beyond without a master's degree. Beginning January 1, 2024, students must have a master's degree in addition to completing the ACEND-accredited supervised practice program to be eligible to take the RDN Exam.

Dietitians credentialed prior to 2024 are NOT required to get a masters to remain credentialed. For more information visit <https://www.cdrnet.org/new-graduate-degree-eligibility-requirement-effective-january-1-2024>

The RDN Exam is administered by computer through Pearson VUE test centers. There are over 250 test centers nationwide. Currently, the cost for the exam is \$200. There is no limit to the number of times you may attempt the exam, but you will pay the fee each time. Plan for a 3-hour window to complete the 120-145 question exam, which utilizes computer-adaptive-testing (CAT). For more information visit <https://www.cdrnet.org/certifications/registered-dietitian-rd-certification>

Students are encouraged to keep the important dietetics textbooks for use while studying for the RDN Exam. Many internships provide interns with RDN Exam preparation materials or workshops. A study guide is available from CDR for \$60 (<http://www.eatrightstore.org/product/0D059D52-D1E2-4158-BA90-4C72719539D4>). Other commercial books and workshops are available.

Student Support Resources

Office of Student Life

201 Holton Hall; 785-532-6432; stulife@k-state.edu

Aims to enhance the K-State student experience and promote success in the classroom and life. Provide support to students experiencing challenges, connecting students, parents, families, faculty and staff to campus resources, and addressing any questions or concerns you may have. This is often a great starting point if you have academic or personal concerns and are not sure where to turn. For more info visit <https://www.k-state.edu/studentlife/>.

Academic Achievement Center

101 Holton and Holtz Hall; 785-532-6492; achievement@k-state.edu

The Academic Achievement Center (AAC) provides a comprehensive and coordinated system for the identification, diagnosis, advisement, counseling, and referral of students to the various academic support

services available at K-State. In addition, the AAC provides direct academic support through programs that include:

- The University Experience (<https://www.k-state.edu/first/fys/studentsuccess.html>)
 - The course EDCEP 111 The University Experience to new students for 1-3 hours of credit. This course provides any new student with a general orientation to K-State and university life. Topics covered include study skills, effective use of campus resources, academic planning, career decision-making, and university policies and procedures.
- Tutorial Assistance (<http://www.k-state.edu/aac/tutoring/>)
 - Free tutoring is available in a variety of introductory courses and sessions are led by peer tutors who have excelled in the course. Students can choose from scheduled tutoring or walk-in tutoring.
- Academic Coaching (<http://www.k-state.edu/aac/academic-coaching/>)
 - Students are paired with a professional team member who provides individualized approach to guide students toward academic success. The coach will help students with a variety of topics like improving goal setting and goal achievement, refining decision-making skills, gaining confidence with responsibilities, sharpening academic skills, and motivation.
- Credit by Examination (<https://www.k-state.edu/admissions/undergrad/manhattan/apply/policies-requirements/advanced-standing-credit/>)
 - K-State offers students a variety of quiz-out programs through which a student may earn academic credit in specific courses. The AAC is the campus service agency for the College-Level Examination Program (CLEP), the DANTES Program, and the American College Test Proficiency Examination Program (ACT-PEP). For more information visit

K-State First

014 Holton Hall; 785-532-1501; kstatefirst@k-state.edu

K-State First is a part of the [Office of Student Success](#) and is dedicated to assisting new students with the transition to university-level learning and college life. With a strong focus on academic excellence, community, diversity, and the empowerment of students, their programs aim to set students on the path to academic success, degree attainment, as well as satisfaction and achievement in their careers and personal lives.

- First-Year Seminars (<https://www.k-state.edu/first/fys/>)
 - Provide a chance to take small, exciting classes that are taught in a lively, interactive way. These classes carry a general education credit, may fulfill K-State 8 requirements.
- Student Success CAT Communities (<https://www.k-state.edu/first/cat/>)
 - Engage first-year students with a diverse community of goal-oriented peers, facilitate individual academic guidance, and assist students in developing a strong educational foundation. Within the courses, there is an emphasis on college student success skills such as time management, study skills, critical thinking strategies, and more.
- K-State First Book (<https://www.k-state.edu/ksbn/about.html>)
 - Provide students a common experience with a shared book and social activities.
- New Student Convocation (<https://www.k-state.edu/first/convocation/index.html>)
 - A formal welcome to first-year students. Hosted by students, alumni, faculty, and key stakeholders in the university.

Non-Traditional & Veteran Student Services

101 Holton Hall; 785-532-6434; kstatenontrad@k-state.edu

NTVSS assists undergraduate and graduate students who are married, have children, are re-entering the educational system after several years, are 25 years of age or older, active or past military service, etc.. Staff members assist with admission and enrollment and provide information or referrals for housing, child care, refresher and study skills courses, tutoring, financial aid, scholarships, insurance, public school enrollment, community family programs, emergency locator and commuter information. The staff may be able to assist the returning K-State student in advising about remedying past academic deficiencies. Staff also helps students with their everyday challenges and special concerns before, during, and after their admission to K-State. For more information, please contact the website: www.k-state.edu/nontrad.

Student Access Center

202 Holton Hall; 785-532-6441; V/TT 785-532-6441; accesscenter@k-state.edu

Student Access Center (SAC) serves the campus community by partnering with students, faculty, and staff to create accessible environments and provide academic and housing accommodations. Staff will work as a liaison with students' instructors. For more information about the services provided visit <http://www.k-state.edu/accesscenter/>.

Lafene Health Center

1105 Sunset Avenue; 785-532-6544; lafene@k-state.edu

Provides a range of services that include special clinics for sports-related injuries, women, allergies and immunizations, general care, and counseling services. Also included are services in health education, nutrition, and physical therapy. The services of pharmacy, laboratory, and x-ray are available at reduced rates. More information about Lafene Health Center and the services provided can be found at <http://www.k-state.edu/lafene/>.

Counseling & Psychological Services

Lafene Health Center, Rm 101; 785-532-6927; counsel@k-state.edu

Staffed by licensed psychologists, licensed marriage and family therapists, professional counselors, and advanced trainees. They provide a variety of services including individual, couple, and group counseling, career assessment and counseling, biofeedback training for stress management and performance enhancement, applied sport psychology programs, alcohol and other drug education services, educational and skill-building workshops, among others. For more information visit <http://www.k-state.edu/counseling>.

Office of Student Financial Assistance

220 Anderson Hall; 785-532-6420; finaid@k-state.edu

Aid with scholarships, grants, work study, loans, and other financial benefits. For information visit: <https://www.k-state.edu/sfa/scholarships-aid/>.

If students are a member of the Academy of Nutrition and Dietetics, they may be eligible to apply to scholarships through the Academy. Please refer to: <http://www.eatrightpro.org/resources/leadership/honors-and-awards/grants-and-scholarships>. Scholarships are sometimes offered through the Kansas Academy of Nutrition and Dietetics and Kansas Nutrition Council. These opportunities will be communicated by faculty to students through dietetic student communication channels.

Appendix

Appendix A: Competency Assessment Plan

Competency Number	Core Competency Statement	Course Where Assessed	Assessment Method
Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.			
1.1	CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.	FNDH 561: Management Practicum	Customer Service and Quality Improvement: Part 1
1.2	CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.	FNDH 531: Clinical Practicum	Development of Educational Materials/Newsletter Article Assignment
1.3	CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.	FNDH 561: Management Practicum	Analyzing Financials Assignment: Part 2
1.4	CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.	FNDH 570: Introduction to Research in Dietetics	Critical Appraisal Final
1.5	CRDN 1.5 Incorporate critical-thinking skills in overall practice.	FNDH 517: Community Practicum FNDH 531: Clinical Practicum FNDH 561: Management Practicum	Final Performance Evaluation Final Performance Evaluation Final Performance Evaluation
Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.			
2.1	CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.	FNDH 521: Clinical Practicum	Regulation & Legislation Assignment
2.2	CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.	FNDH 517: Community Practicum FNDH 521: Clinical Practicum FNDH 561: Management Practicum	Final Performance Evaluation Final Performance Evaluation Final Performance Evaluation
2.3	CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.	FNDH 517: Community Practicum FNDH 521: Clinical Practicum FNDH 561: Management Practicum	Final Performance Evaluation Final Performance Evaluation Final Performance Evaluation
2.4	CRDN 2.4 Function as a member of interprofessional teams.	FNDH 517: Community Practicum FNDH 521: Clinical Practicum FNDH 561: Management Practicum	Final Performance Evaluation Final Performance Evaluation Final Performance Evaluation
2.5	CRDN 2.5 Work collaboratively with NDRNs and/or support personnel in other disciplines.	FNDH 521: Clinical Practicum	Collaboration with Others Assignment: Part 1
2.6	CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.	FNDH 521: Clinical Practicum	Collaboration with Others Assignment: Part 2
2.7	CRDN 2.7 Apply change management strategies to achieve desired outcomes.	FNDH 561: Management Practicum	Food Safety and Sanitation Audit Assignment: Part 3
2.8	CRDN 2.8 Demonstrate negotiation skills.	FNDH 561: Management Practicum	Advanced Management Development: Part 1 (Salary Negotiation)
2.9	CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations.	FNDH 517: Community Practicum	Final Community Performance Evaluations
2.10	CRDN 2.10 Demonstrate professional attributes in all areas of practice.	FNDH 517: Community Practicum FNDH 521: Clinical Practicum FNDH 561: Management Practicum	Final Performance Evaluation Final Performance Evaluation Final Performance Evaluation
2.11	CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public.	FNDH 517: Community Practicum FNDH 521: Clinical Practicum FNDH 561: Management Practicum	Final Performance Evaluation Final Performance Evaluation Final Performance Evaluation
2.12	CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.	FNDH 561: Management Practicum	Advanced Management Development Assignment: Part 4
2.13	CRDN 2.13 Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.	FNDH 521: Clinical Practicum	Policy & Precepting Assignment: Part 1

Copetency Number	Core Competency Statement	Course Where Assessed	Assessment Method
Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.			
3.1	CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.	FNDH 521: Clinical Practicum	Real Case Study Assignment: Part 1
3.2	CRDN 3.2 Conduct nutrition focused physical exams.	FNDH 521: Clinical Practicum	Real Case Study Assignment: Part 2
3.3	CRDN 3.3 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation).	FNDH 521: Clinical Practicum	Clinical Practice or Simulation Assignment: Part 1
3.4	CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.	FNDH 521: Clinical Practicum	Blood Glucose Monitoring Education Assignment
3.5	CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.	FNDH 521: Clinical Practicum	Clinical Practice or Simulation Assignment: Part 2
3.6	CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.	FNDH 521: Clinical Practicum	Collaboration with Others Assignment: Part 3
3.7	CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.	FNDH 517: Community Practicum FNDH 521: Clinical Practicum FNDH 561: Management Practicum	Final Performance Evaluation Final Performance Evaluation Final Performance Evaluation
3.8	CRDN 3.8 Design, implement and evaluate presentations to a target audience.	FNDH 521: Clinical Practicum	Health Booth or Seminar Assignment
3.9	3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience	FNDH 561: Management Practicum (Nutrition Communication Training hosted by Kansas Beef Council)	Nutrition Communications Training Project: Part 1
3.10	CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.	FNDH 521: Clinical Practicum	Educational and Counseling Session Assignment
3.11	CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.	FNDH 517: Community Practicum	Community Nutrition Project Rubric: Part 3
3.12	CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.	FNDH 561: Management Practicum (Nutrition Communication Training hosted by Kansas Beef Council)	Nutrition Communications Training Project: Part 2
3.13	CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.	FNDH 561: Management Practicum	Meal Planning and Production Assignment
3.14	CRDN 3.14 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.	FNDH 561: Management Practicum	Recipe Development/Modification & Analysis Assignment: Part 1

Copetency Number	Core Competency Statement	Course Where Assessed	Assessment Method
Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals a			
4.1	CRDN 4.1 Participate in management functions of human resources (such as training and scheduling).	FNDH 561: Management Practicum	Employee Recruitment Assignment
4.2	CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.	FNDH 561: Management Practicum	Food Safety and Sanitation Audit Assignment: Part 1
4.3	CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).	FNDH 521: Clinical Practicum	Program Quality and Customer Service Assignment: Part 1
4.4	CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition information and data.	FNDH 561: Management Practicum	Recipe Development/Modification & Analysis Assignment: Part 2
4.5	CRDN 4.5 Analyze quality, financial and productivity data for use in planning.	FNDH 561: Management Practicum	Analyzing Financials Assignment: Part 1
4.6	CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.	FNDH 561: Management Practicum	Waste Analysis and Resource Management Assignment: Part 1
4.7	CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.	FNDH 517: Community Practicum	Community Nutrition Project Rubric: Part 1
4.8	CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.	FNDH 517: Community Practicum	Community Nutrition Project Rubric: Part 2
4.9	CRDN 4.9 Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.	FNDH 521: Clinical Practicum	Coding and Billing Assignment
4.10	CRDN 4.10 Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).	FNDH 561: Management Practicum	Food Safety and Sanitation Audit Assignment: Part 2
Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutri			
5.10	CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.	FNDH 517: Community Practicum FNDH 521: Clinical Practicum FNDH 561: Management Practicum	Self Evaluation and Improvement Plan Assignment Self Evaluation and Improvement Plan Assignment Self Evaluation and Improvement Plan Assignment
5.20	CRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.	FNDH 521: Clinical Practicum	CDR Portfolio and Career Goals Assignment: Part 2
5.30	CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.	FNDH 521: Clinical Practicum	CDR Portfolio and Career Goals Assignment: Part 1
5.40	CRDN 5.4 Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).	FNDH 561: Management Practicum	Advanced Management Development Project: Part 1 (Salary Negotiation)
5.50	CRDN 5.5 Demonstrate the ability to resolve conflict.	FNDH 561: Management Practicum	Advanced Management Development Project: Part 2 (Conflict Resolution)
5.60	CRDN 5.6 Promote team involvement and recognize the skills of each member.	FNDH 561: Management Practicum	Advanced Management Development Project: Part 3 (Team Building)
5.70	CRDN 5.7 Mentor others.	FNDH 561: Management Practicum	Performance Evaluations and Employee Discipline Assignment: Part 1
5.80	CRDN 5.8 Identify and articulate the value of precepting.	FNDH 521: Clinical Practicum	Policy & Precepting Assignment: Part 2

Appendix C: CP Applicant Scoring

Item	Points Possible	Criteria	Process
Overall GPA	5	<ul style="list-style-type: none"> • These scores are based on tables provided to the selection committee. 	<p>A score sheet/rubric is provided to each member of the selection committee. Each individual will independently score these items and scores will be averaged.</p>
Science GPA	10		
Professional GPA	15		
Cover Letter	3	<ul style="list-style-type: none"> • Interest and fit for CP • Learning goals • Format 	
Reference	7	<ul style="list-style-type: none"> • Communication • Professionalism • Teamwork • Compliance • Resilience • Etc. 	
Resume	20	<ul style="list-style-type: none"> • Education, GPA included • FS/Clin/Comm Experience • Inclusive dates, bullets for each experience • Examples of initiative • Strength of involvement • Format 	
Statement	20	<ul style="list-style-type: none"> • Conveys understanding of dietetics profession • Supports strength/weakness/goals with experiences • Connects experiences with fit for CP and the dietetics profession • Format, clarity, purpose 	
Interview	20	<ul style="list-style-type: none"> • Professionalism, poise, confidence, communication, etc. • Question specific responses (questions vary by semester) • Applicable questions 	
Total	100	A minimum score of 80 is required to be considered for admission to the Coordinate Program.	

Appendix D: Supervised Practice Site Acceptance Form: Waiver, Release, and Assumption of Risk

Kansas State University
Coordinated Program in Dietetics
Assigned Supervised Practice Site Acceptance Form
Waiver, Release, and Assumption of Risk

Student Name: _____

Community Supervised Practice Site: _____

Management Supervised Practice Site: _____

Clinical Supervised Practice Site: _____

Please initial each of the following if you choose to accept the invitation to the Coordinated Program.

I accept the assigned practicum sites as a condition of being accepted into the Coordinated Program in Dietetics at Kansas State University.

I acknowledge that practicum sites accept students on a volunteer basis. I acknowledge that practicum sites may change their decision regarding accepting a student any time up to the beginning of the semester resulting in the Coordinated Program Director locating a new practicum site from locations that might agree to accept a student on short notice.

I acknowledge that I am solely responsible for all transportation to, from, and between practicum and other sites and activities during my participation in the Coordinated Program. I agree that all such travel is at my own expense and at my own risk, just as when students travel to class on campus.

I acknowledge that it is my responsibility to find housing for myself at my own risk and at my own expense during the practicum semesters, just as students are responsible for their own housing when attending classes on campus.

I acknowledge that Kansas State University employees and agents are not present during my practicum and most activities of the Coordinated Program (except to the limited extent when practicums are completed through departments of Kansas State University under the supervision of Kansas State University employees), and they do not exercise supervision or control over persons, mentors, patients, clients, clinic activities, clinic and surrounding premises, or the like. I understand that I may make my own independent inquiry of and research the sites and/or mentors to which I am assigned and may raise with the Coordinated Program Director any potential or actual issues identified prior to or during a given practicum semester.

I waive, release, and discharge for myself, my heirs, executors, administrators, legal representatives, assigns, and successors in interest, Kansas State University, the State of Kansas, the Kansas Board of Regents, and their agents, officers and employees, from all claims, demands, and causes of action of any kind, including claims for negligence, which may arise from or be related to my participation in the practicums of the Coordinated Program. I further agree that if despite this release, myself or anyone on my behalf makes a claim against any of the persons or entities listed in this paragraph, I will indemnify and hold harmless each of them from all litigation expenses, attorney fees, loss, liability, damage, or cost that may incur as the result of any such claim.

I assume all risks associated with my participation in the practicums of the Coordinated Program, including without limitation for travel to and from the practicum sites and activities, meetings and other engagement with a mentor, and other site employees, clients, or the like, and risks associated with health care, all of which may include serious bodily injury up to and including death.

Page 1 of 2

Healthcare facilities require students to purchase professional liability insurance. The university's collection or passing on of this information does not imply that the insurance policy will provide coverage of an incident (during the practicum or otherwise) or that it will provide me with sufficient coverage for an incident, and the University does not assume any corresponding responsibility. I understand that I must maintain this insurance during the entire practicum experience, and if there are material changes to the insurance coverage, I must notify facilities in which you are completing supervised practice hours.

I agree to abide by Kansas State University policies and practicum site policies and protocols throughout the Coordinated Program. I understand that facilities may require background checks, drug and alcohol testing, and immunization records prior to me being at the facility. If required by the applicable facility, I authorize Kansas State University and its employees to forward a copy of the results of my background check to the facility. I agree that I have or will obtain, prior to the start of any practicum, medical insurance and comprehensive general liability and professional liability insurance in the amounts required by the site to which I am assigned, purchased at my own expense. I understand that I am responsible for any medical and other expenses incurred during the practicum semesters. Practicum sites may also require that I complete additional requirements prior to starting at the site such as getting a flu shot, a physical examination, signing confidentiality statements, hospital orientation, etc., with which I agree to comply.

I understand that I must earn a B or better in all courses for the semester immediately preceding my first practicum semester and throughout the Coordinated Program. I understand that I must have all retaken courses and incomplete courses finished by the end of the semester immediately preceding my first practicum semester to begin the Coordinated Program.

I have reviewed and agree to follow the Coordinated Program Student Handbook available at: <http://www.ksu.edu/ndh/sprad/dietetics/cpd/>

I understand that if I do not follow policies and procedures of the Program, The University, and/or of the assigned practicum site, I may be subject to disciplinary action, including but not limited to dismissal from the program through the University and/or the assigned practicum site.

Please initial the following if you choose to decline the invitation to the Coordinated Program.

I choose to decline the invitation to the Coordinated Program.

Signature/Date

Please return the completed form to:

Kelly J. Whitehair
Director, Coordinated Program in Dietetics
Justin Hall, Room 202
stirtz@ksu.edu

Appendix E: Consent to Disclose of Educational Records for Supervised Practice Site

Kansas State University
Coordinated Program in Dietetics
Consent to Disclose Education Records
(In accordance with the Family Education Rights and Privacy Act (FERPA))

Student Name:
Community Supervised Practice Site:
Management Supervised Practice Site:
Clinical Supervised Practice Site:

I, , hereby consent to the disclosure of the following documents:

- Medical record documentation
- Drug/Alcohol testing
- Criminal background check
- Additional site-specific paperwork required by supervised practice facilities

to the assigned supervised practice site for the purpose of completing supervised practice experience at the facility in relation to the Coordinate Program in Dietetics at Kansas State University.

Signature/Date

Please return the completed form to:
Kelly J. Whitehair
Director, Coordinated Program in Dietetics
Justin Hall, Room 202
stirtz@ksu.edu

Appendix F: Preceptor Materials

Preceptor Materials

The Coordinated Program in Dietetics (CP) would not be possible without the commitment of our supervised practice sites. The time, knowledge, and experiences our preceptors provide contribute to the education of our students and the future of the dietetics profession. Kansas State University (K-State) provides students with a Bachelor of Science degree in Dietetics, a Master's of Science in Nutrition, Dietetics, and Sensory Sciences, and the ACEND (Accreditation Council for Education in Nutrition and Dietetics) required 1000 hours of supervised practice.

K-State's Coordinated Program in Dietetics has been producing outstanding dietetics professionals since 1971 and is one of the oldest and most prestigious coordinated programs in the country. The CP was established in 1970 and was the second program established in the United States. In the program's 50 years of existence, it has graduated well over 1500 graduates. Many of our CP graduates now work with our current CP students as preceptors and mentors.

Recruitment and Orientation of New Practicum Sites

The Coordinated Program seeks to recruit new practicum opportunities for students within Kansas and western Missouri and to maintain an adequate number of sites to support the program. Details on the selection and evaluation of practicum sites is provided in the *Supervised Practice Sites* section of this handbook.

New Practicum Sites:

1. The Coordinated Program Director will communicate with the proposed practicum site regarding their interest in becoming a preceptor for students and the expectations for providing supervised practice opportunities for students.
2. Affiliation agreements are required for all facilities that students are sent to complete supervised practice hours. Once a facility has agreed to become a host site, the CP director will determine if the facility accepts K-State's standard contract or determine if the facility prefers to use their own agreement for the education of all students and interns. The purpose of the agreement is to delineate the rights and responsibilities of both the facility and K-State. If the facility wants to use the facility's contract, they will forward the contract to the director and the director will have the K-State attorney review, negotiate terms with the facility, and approve the agreement. Once K-State and the facility agree upon terms, the agreement will be sent to the facility for signatures. The facility will send it back to the CP Director who will route to campus Administration for signature. Once all signatures are obtained, the director will keep a copy on file and send a copy to the facility for their records. Affiliation agreements are not needed for entities that are a part of Kansas State University. Affiliation agreements are considered open-ended by the University unless the facility specifies effective dates within the agreement provided to the University. The program director reviews all affiliation agreements periodically to assure that they are current. These agreements generally include all health screening, legal, or orientation-based requirements for the students. The CP Director notifies incoming CP students of the entrance requirements for their specific practicum sites. The CP Director organizes and provides the required to the preceptor or education department prior to the student beginning the semester. Letters are sent with these documents stating that the health-related documents are HIPAA and FERPA protected.
3. Prior to placing a student at the new practicum site, the CP Director and applicable faculty will communicate with the preceptor and staff by an on-site meeting or conference call to review expectations, projects, and evaluations.

Preceptor Orientation, Training, and CEUs

Semester orientation and conference calls

At the beginning of each semester, the practicum course instructor will provide preceptors and community mentors with the following:

1. Preceptor orientation video and letter that includes expectations, information regarding accreditation standards and competencies, program's mission, goals, and objectives, and preceptor training opportunities. Occasionally we will meet in person or via Zoom for this training in lieu of a video orientation.
2. Programmatic feedback provided by students and preceptors through surveys
3. Coordinated Program Handbook
4. Accreditation Standards Competencies
5. Course syllabus
6. Course information and important dates
7. Copies of performance evaluations to be completed by the preceptor for the student
8. Copies of projects to be completed by student and project evaluations to be completed by preceptor
9. Other necessary and important information
10. Contact information of the student, course instructor, and program director

Preceptors are asked to speak via conference calls with instructors during the semester to ask questions, receive information/advice, and provide suggestions, if necessary. Instructors also contact preceptors periodically throughout the semester to ensure the semester is going as planned or if any concerns or questions have arisen.

Training

Preceptors are encouraged to take the Dietetics Preceptor Training Program provided at the ACEND website. The training provides 8 CPEUs at no cost.

- [Dietetics Preceptor Training Program \(eatrightpro.org\)](https://eatrightpro.org)

Targeted training for individual preceptors will be provided by the program director or instructor(s) based upon instructor observation or student comments and/or survey results.

ACEND also offers training for faculty, staff, students, and preceptors regarding Diversity, Equity, and Inclusion. The program director will send out information regarding live webinars that are also recorded and posted on the ACEND website which also offer free CPEUs. More information regarding these educational opportunities can be found at [Diversity, Equity and Inclusion ACEND Resources \(eatrightpro.org\)](https://eatrightpro.org).

Preceptors can earn CPEUs for being a preceptor. Preceptors can earn up to 3 CPEUs per year for a total of 15 CPEUs per 5-year reporting period. Preceptors must complete the Preceptor Confirmation and Self-Reflection Form and have the CP Director sign the form. Forms and FAQs about how to earn your preceptor CPEUs can be found at [CPEU Credit for Preceptors - Commission on Dietetic Registration \(cdnet.org\)](https://cdnet.org).

Appendix G: Performance Improvement Plan Example

**Kansas State University
Coordinated Program in Dietetics
Performance Improvement Plan**

Student Name: **Willie the Wildcat**
Date: **01/23/4567**

This plan is to guide the above student toward improved academic, practicum, and/or personal performance.

Goals

- 1.) Student will...
- 2.) Student will...

Student Professional Performance Expectations for Program/Facility Continuance

- 1.) Improve...
- 2.) Cease...
- 3.) Avoid...

Improvement Plan and Consequences

- Student will schedule weekly appt. with preceptor and CP Director via Zoom to discuss expectations, behaviors, performance progression, and feedback.
- Student must meet these Prof. Perf. Expectations weekly. If fail to do so, a one week period will be given for improvement or the student will be dismissed from the program.
- Based on mid-term performance eval. from the preceptor, the student is performing below standard and currently stands at a grade of C. Student must earn a minimum of a B to complete the program.

Student Acknowledgement and Agreement

Please initial each statement below to show your acknowledgement of each statement.

I acknowledge that there have been concerns about my performance during COURSE NAME and these concerns have been discussed with me by both my preceptors and the CP Director.

I agree to the weekly meetings with the preceptors and instructors to discuss performance progression.

I acknowledge that I have been informed by the CP Director that my failure to meet professional performance expectations as assessed by instructors and preceptors will result in me being placed on probationary status for one week. If there is no intent to improve behaviors as perceived by preceptors and instructors within the week, dismissal from the program will occur.

<input type="text"/> Student Signature	<input type="text"/> Date
<input type="text"/> Preceptor	<input type="text"/> Date
<input type="text"/> Kelly Whitehair, Director, Coordinated Program	<input type="text"/> Date